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ABSTRACT

The questions in this interview guide pertain to the Detroit Public Schools Uniform Code of Student Conduct and City Wide Attendance Regulations. They are directed to school principals and assistant principals. The questions help to determine if the Uniform Code and Attendance Regulations were disseminated, if orientations were carried out, and whether and how they are being enforced. Questions also focus on special programs and support services for students having significant discipline problems and on difficulties administrators are experiencing with the Code and Regulations. An observation guide is appended to assist administrators when evaluating the effects of the Code and Regulations. (MK)

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INTERVIEW GUIDE

SCHOOL _____

DATE _____

DETROIT PUBLIC SCHOOLS

DETROIT, MICHIGAN

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

I. DISSEMINATION OF UNIFORM CODE AND ATTENDANCE REGULATIONS

INTRODUCTION

A. Have you received copies of the code? ___yes ___no

1. How many received? #_____
2. How many on hand? #_____

B. Has the Code been distributed:

1. to staff? ___yes ___no
2. to students? ___yes ___no
3. to parents/community? ___yes ___no

C. Have you received copies of the city-wide attendance regulations? ___yes ___no

1. How many received? #_____
2. How many on hand? #_____

D. Have the Attendance Regulations been distributed:

1. to staff? ___yes ___no
2. to students? ___yes ___no
3. to parents/community? ___yes ___no

E. Have building attendance procedures been developed? ___yes ___no

1. OBTAIN copy ___yes ___no

F. Have building procedures been distributed:

1. to staff? ___yes ___no
2. to students? ___yes ___no
3. to parents/community? ___yes ___no

G. Have you developed any other building-level policies related to student behavior?

1. OBTAIN copy ___yes ___no

H. Have the building policies been distributed:

1. to staff? ___yes ___no
2. to students? ___yes ___no
3. to parents/community? ___yes ___no

I. Did you receive a copy of the poster which summarizes the UNIFORM CODE OF STUDENT CONDUCT? ___yes ___no

1. Is it posted in a conspicuous location in your building? ___yes ___no

J. How do students and staff who enter your school after the general distribution receive their copies of the Code and City-Wide Attendance Regulations?

1. Who is responsible for ensuring that this takes place?

K. How is the Code distributed

1. What staff(s) is responsible for ensuring that this takes place?

L. How are the Attendance Regulations and Building Attendance Procedures distributed?

1. What staff(s) is responsible for ensuring that this takes place?

II. ORIENTATION ON UNIFORM CODE AND CITY-WIDE ATTENDANCE REGULATIONS

A. Has Orientation been conducted on the Uniform Code?

1. for staff? ___yes ___no
2. for students? ___yes ___no
3. for parents/community? ___yes ___no

Please Describe:

B. Have you and/or the assistant principals received Orientation on Code:

1. Principal? ___yes ___no
2. Assistant Principals? ___yes ___no
3. Department Heads? ___yes ___no

Please Describe:

C. Has Orientation been conducted on the City-Wide Attendance Regulations and Building Procedures:

1. staff? ___yes ___no
2. students? ___yes ___no
3. parents/community? ___yes ___no

Please Describe:

D. Has Orientation been conducted on Building Attendance Procedures for:

1. staff? ___yes ___no
2. students? ___yes ___no
3. parents/community? ___yes ___no

Please Describe:

E. Has Orientation been conducted on other building discipline policies for:

1. staff? ___yes ___no
2. students? ___yes ___no
3. parents/community? ___yes ___no

Please Describe:

F. As a result of these various orientations, do you feel that the following groups understand their respective responsibilities under the Uniform Code, City-Wide Attendance Regulations, and Building Procedures:

1. Principal? ___yes ___no
2. Assistant Principals? ___yes ___no
3. staff? ___yes ___no
4. students? ___yes ___no
5. parents/community? ___yes ___no

Comments:

G. Do you attempt to determine if students share their copies of the UNIFORM CODE OF STUDENT CONDUCT and the City-Wide High School Attendance Regulations with their parents? ___yes ___no

How is this done?

H. How were orientation processes monitored?

I. Were any attempts made to evaluate whether Orientation was understood by staff and students?

___yes ___no

J. Collect any documentation available pertaining to Orientation sessions discussed above.

III. ENFORCEMENT: UNIFORM CODE OF STUDENT CONDUCT AND CITY-WIDE ATTENDANCE REGULATIONS

A. Staff response to unacceptable behavior:

	Principal Response	Assistant Principal Response
1. Are staff members interceding when unacceptable behavior occurs?	___	___
2. Are staff members reporting illegal and general prohibited behavior to an administrator as required?	___	___
3. Are staff members recording and reporting student absence and tardiness?	___	___
4. Are staff members apprised of results of student referrals?	___	___

A. Staff response to unacceptable behavior continued--

	Principal Response	Assistant Principal Response
5. Are student records maintained in the administrator's office to document and monitor student referrals?	___	___

NOTE: 1) Review suspension and exclusion reports to verify staff reporting.

2) Obtain copies of referral and absence reporting forms.

B. Administrative Procedures for Illegal and General Prohibited Behaviors

1. What administrative staff in your building are designated by you to hold informal hearings before excluding students for General Prohibited and Illegal Acts?

Administrative Procedures for Illegal and General Prohibited Behaviors--continued

a. How have they been oriented to assist them in handling these procedures?

b. How do you determine if your designees are handling these responsibilities in an effective manner? How are records kept relative to this responsibility?

c. What happens when you determine that a designee is not handling these responsibilities in an effective manner?

d. What methods are used to contact parents when a student is excluded?

2. What methods are used to ensure that students who have been truant from class on three (3) occasions are excluded?

	Principal Response	Assistant Principal Response
a. Is there a central attendance records location?		
-If no, explain.	___	___

b. If it is necessary to exclude them a third time, how are you informed?

-What review process do you use to determine whether the student with three (3) exclusions will be suspended or that you will request an approval not to suspend from your Region Superintendent?

3. Are there building guidelines for determining under what circumstances a student is suspended for a single illegal behavior?

___

	Principal Response	Assistant Principal Response
4. Are there building guidelines for determining when a student is suspended for repeated acts of general prohibited behavior?	—	—
5. Are there building guidelines for determining when exclusion will be imposed for a single act of general prohibited behavior?	—	—
6. When a student is found guilty of a general prohibited act and the administrator does not deem exclusion to be appropriate/necessary what corrective actions are available?		
7. Does the principal review each case of exclusion? If no, explain.	—	—
8. Does the principal review and sign each suspension when the suspension hearing is conducted by the assistant principal(s)? If no, explain.	—	—

	Principal Response	Assistant Principal Response
9. Is the counseling staff involved in any aspect of the disciplinary process?	___	___

10. For what 3 unacceptable behaviors are students most frequently referred to administrative personnel?

11. What staff members most frequently refer students?

12. How many times last year did students/parents appeal the decisions of administrators to the region?

. General Prohibited Behavior

1. For what length of time are students normally excluded?

2. Could you describe the procedure you would use when a student is referred for general prohibited conduct. Include as much detail as possible covering records, notice, procedures, etc.

(check if mentioned)	Principal Response	Assistant Principal Response
a. Informal hearings occur prior to exclusion for illegal and general prohibited behavior	___	___
b. All students are excluded prior to a hearing when charged with illegal behavior	___	___
c. Parental conferences occur before readmission for general prohibited behavior	___	___
d. The principal or designee conducting the informal hearing is not the person who is accusing the student	___	___
e. Region Office approval received if student is not suspended following three (3) exclusions	___	___
- for each additional exclusion after three (3) exclusions	___	___

	Principal Response	Assistant Principal Response
f. Parents are provided a written statement following an exclusion:		
1) Delivered by the student	___	___
2) Sent by certified mail on the same day	___	___
3) Parent notified after exclusion for general prohibited behavior that only a conference will be held unless the parent requests a hearing, in writing, following an exclusion for general prohibited behavior.	___	___
g. Have you or your designee scheduled conferences with parents following a violation of the general prohibited behavior provisions of the Code of Conduct.	___	___
h. Disciplinary conferences are reported to the Region Office on Form 4552	___	___
i. Students and parents notified regarding make-up work procedures		
1) Exclusions are reported to the Region Office on Form 4550	___	___
2) Form 63A prepared and filed where appropriate.	___	___

D. Could you describe the procedures you would use when a student is referred for illegal behavior. Again, include as much detail as possible.

(check if mentioned)

Suspensions

	Principal Response	Assistant Principal Response
1. Notice to Parents (prior to Hearing). Parents have been notified by certified mail of the:		
a. Charges against the student	___	___
b. Right to representation by an advisor	___	___
c. Time and location of hearing	___	___
d. Hearing scheduled within 72 hours (3 school days).	___	___
2. Due Process Procedure. The Administrator has provided for the following in conducting the hearing:		
a. Parent present	___	___
b. When advisor present, parental authorization obtained	___	___
c. Staff Person(s) making charges present	___	___
d. Presentation of student's case	___	___
e. Questioning of witnesses	___	___
f. Region designated hearing officer when principal is making charges.	___	___

	Principal Response	Assistant Principal Response
3. Notice to Parents (after Hearing). Parents have been notified by certified mail of the:		
a. Decision on the charges	___	___
b. Disciplinary action taken	___	___
c. Right to appeal and procedures for initiating appeal.	___	___
4. Records.		
a. All materials, including Form 4551, sent to Region Office within 72 hours following suspension.	___	___
b. Form 63A prepared and filed where appropriate.	___	___
E. Expulsions		
1. Have any students been recommended for expulsion following suspension?	___	___
2. Has the recommendation be sustained by the Region Office?	___	___
F. Administrative Procedures for Truancy		
1. Building Level Regulations and Procedures		
Has the building established:		
a. What constitutes valid reasons for an absence to be valid reasons for an absence to be considered excused?	___	___

	Principal Response	Assistant Principal Response
b. Documentation and procedures for establishing valid reasons for absences?	___	___
c. What type and sequence of supportive services will be utilized by the building for cases of excessive unexcused absence?	___	___
d. What consitutes valid reasons for tardiness to school or class?		
e. Documentation and procedures for establishing valid reasons for tardiness?		
f. Policies on what constitutes excessive tardiness and procedures for handling cases of excessive unexcused tardiness?		

g. What type and sequence of supportive services will be utilized by the building for cases of excessive tardiness?

(Note: obtain copies)

2. Record Keeping and Reporting Has the building established:	Principal Response	Assistant Principal Response
a. A procedure for staff members to record absences for each class period?	___	___
b. A procedure for staff members to report their class attendance on at least a daily basis to a central location within the building?	___	___
c. A procedure for recording all absence information on individual students at a central location within the building?	___	___
d. A procedure for identifying the total number of unexcused absences a student has accumulated and identifying those students who have accumulated excessive unexcused absences?	___	___

	Principal Response	Assistant Principal Response
e. A procedure for notifying teachers of when a valid excuse for absence has been established so that they can determine when make-up work is appropriate?	___	___
f. A procedure for reporting unexcused tardiness?	___	___
g. A method of notifying parents when students are excluded for excessive unexcused absences?	___	___

(Note: obtain copies)

3. Personnel Responsibilities

Has the building established:

a. Who will be responsible for maintaining central records on student attendance and monitoring individual student files to determine when the student has accumulated excessive unexcused absences?	___	___
b. Who will be responsible for conducting exclusion and suspension hearings for students who accumulate excessive unexcused absences?		

	Principal Response	Assistant Principal Response
c. Who will be responsible for scheduling and conducting parent conferences for students who are excluded as a result of excessive unexcused absences?	___	___
d. Who will be responsible for the provision of each of the supportive services provided to students who have established a pattern of attendance problems?	___	___
e. Who will be responsible for conducting the necessary inservice training for staff, students and parents?	___	___
f. Who will be responsible for preparing various forms and reports related to student attendance?	___	___

IV. SPECIAL PROGRAMS AND SUPPORT SERVICES

A. What special programs or support services are available within your building for students who are experiencing significant discipline problems, including in-school truancy?

B. Is there an administrative plan in your building for providing observation and monitoring of teacher effectiveness in classroom management, focusing on General Prohibited and serious disruptive behavior?

1. Who is responsible for observing and monitoring this process?

2. When deficiencies are identified, are efforts made to carry out remediation efforts designed to improve the effectiveness of teachers in the area of classroom management?

3. Have you requested assistance from the Region Office or the Central Office of Staff Development in this area?

C. What training activities related to classroom behavior management are provided for the teaching staff in your building?

1. Who is responsible for these activities?

2. Have you requested assistance from Region Office staff in meeting this responsibility?

3. Have you requested assistance from the Central Office of Staff Development in meeting this responsibility?

V. GENERAL QUESTIONS

A. Are there any areas of implementing the Uniform Code or City-Wide Attendance Regulations that were or are currently particularly troublesome for you?

B. Are there any areas of implementing the Uniform Code of City-Wide Attendance Regulations that you could use assistance with?

C. Could you identify anything (personnel, materials, policy etc.) that would assist you in more effectively implementing the Code or City-Wide Attendance Regulations:

OBSERVATION GUIDE

I. HALLWAYS

A. Are students wearing identification badges?

B. Are staff wearing identification badges?

C. Is there significant loitering during scheduled class periods?

II. CLASSROOMS

A. Are students arriving to classes on time?

B. Are teachers taking attendance?

C. Does there appear to be order within the classrooms?

D. Do students and teachers appear to be seriously involved in instruction during class periods?

E. Are teachers releasing students at appropriate times?

III. RESTROOMS

A. Are there students present in restrooms during class periods? Did they have passes?

IV. GROUNDS

A. Are there students loitering on school grounds?

B. Do there appear to be non-students loitering on school grounds or in immediate adjacent areas?

V. PHYSICAL PLANT

A. What is the general physical appearance of the building?

B. Is there evidence of vandalism, graffiti, or doors, windows, etc., in need of repair?

AREAS NEEDING IMPROVEMENT